

Revised January 2003

# **EDI Technical TRADING PARTNER GUIDE FOR DEFENSE TRANSPORTATION**



**Defense Transportation EDI Program**

**Executive Agency:**

**Headquarters, Military Traffic Management Command  
Deputy Chief of Staff For Information Management  
Integration, Plans and Technology Division, MTIM-I  
200 Stovall Street  
Alexandria, VA. 22332**

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## **PREFACE**

Electronic data interchange (EDI) is the computer-to-computer exchange of routine business documents in machine-readable form by using strictly defined public standards.

The Code of Federal Regulations expressly permits Government activities to use EDI in lieu of paper-based transactions. The Department of Defense (DoD) Transportation EDI Technical Trading Partner Agreement (TPA) presented here specifies the conditions under which a DoD Transportation Component, a DoD Finance Center supporting payment for transportation services, and a commercial entity can establish an exchange of routine business transactions using electronically generated information. DoD Transportation Components, DoD Finance Centers for transportation services payment and any commercial providers of products or services that participate in EDI transactions are considered to be EDI trading partners.

This Electronic Data Interchange (EDI) Technical Trading Partner Agreement (TPA) is NOT a “carrier qualification” requirement, nor part of the Department of Defense (DoD) carrier qualification process. The TPA is a requirement stipulated by specific Military Traffic Management Command (MTMC) contracts for transportation services. The governmental signature on this document does NOT qualify nor imply carrier qualification has been successfully completed. The governmental signature ONLY stipulates the recognition that DoD and its commercial trading partner(s) are entering into an agreement to conduct business through the use of EDI.

This EDI Technical TPA applies/will apply to the electronic exchange of transportation data and other transportation related information between DoD Components, DoD Finance Centers for transportation services payment, and their trading partners (TP). The EDI TPA provides potential EDI trading partners with information and guidance in the following subject areas:

- An Introduction to DoD Transportation EDI
- DoD Transportation Technical TPA, Addendums A (Administrative and Points of Contact)
- DoD Transportation Technical TPA, Addendum B (EDI Transaction Set Matrix)
- DoD TPA Filing Instructions, Appendix 1 (Filing Instructions)

The completion and submission of the EDI Technical TPA is required IF a trading partner is going to conduct EDI and electronic business (EB) with DoD. The EDI Technical TPA is submitted to the MTMC EDI Technical TPA Coordinator as listed in Appendix 1, section 4 of this document.

The main text of the actual trading partner agreement presents general guidelines and instructions for all commercial EDI trading partners. Detailed instructions for completing the TPA and Addendums A and B are presented in Appendix 1. All questions should be directed to the Military Traffic Management Command's Information Management Integration office EDI Technical TPA administrator listed in Appendix 1, section 4. Once the TPA and Addendums A and B have been executed, copies of the applicable transaction set implementation conventions can be downloaded and may be incorporated as additional addendums to the agreement.

In the future, information will be provided about Internet access to an EDI Trading Partner database. The EDI TPA database will be accessed by qualified users to validate EDI status, maintain up-to-date EDI information, and to obtain general information on DoD Transportation EDI trading partners and activities.

The TPA document is available through MTMC's Worldwide Web Home Page:

<http://www.mtmc.army.mil/CONTENT/2494/TPA.pdf>

or through the DTEB's Home Page:

<http://www.lmi.org/dtedi>

For further information concerning this EDI Technical TPA, contact:

Headquarters, Military Traffic Management Command

Attn: Information Management Integration Branch

200 Stovall Street, Room 8N53-40

Alexandria, VA. 22332

Telephone: (703) 428-2933 Bob Cunningham or Chong Swabb (703) 428-2545

## **AN INTRODUCTION TO DoD TRANSPORTATION EDI**

### **BACKGROUND**

#### **DoD's EDI Direction**

In a May 1988, policy memorandum Deputy Secretary of Defense William H. Taft IV directed DoD Components to make "maximum use of EDI in all business-related transactions." During the past 10 years the transportation community has used Transportation Data Coordinating Committee (TDCC)/American National Standards Institute (ANSI) EDI transactions to exchange information between automated information systems. The DoD transportation community has developed and sustained initial EDI capability in 5 areas -- in the freight area: transportation rates, commercial bills of lading (GBLs) and carrier invoices; and for ocean cargo: booking, receipt and lift data. As a means for more efficiently advancing those efforts, the Defense

Transportation (DT) community established the DTEDI committee to guide it through the areas of EDI development into long-term EDI implementation and maintenance plan. The DTEDI committee has been instrumental in resolving problems, facilitating requirements, communication and coordination. The DTEDI committee, with its established administrative and technical procedures, provides a strong basis for addressing the issues associated with the life-cycle process. The DTEDI committee was renamed Defense Transportation Electronic Business (DTEB) during the summer of 2001 in order to better describe it's increased responsibilities.

Electronic domestic rate filing was one of the first EDI efforts. Since that initial success, some advancement has been achieved for freight, personal property, and ocean movements and associated electronic payments.

With the experience it has gained by developing EDI processes and managing their coordination through the DTEB committee, the Defense transportation community has laid the ground work for expanding EDI applications to all facets of transportation and adapting to changing business and technological environments.

## DTEB PROGRAM ADMINISTRATION

### **LEAD AGENT**

Since 1987, responsibility for the oversight of transportation EDI projects has changed hands several times. Consequently, in January 1995, the Deputy Under Secretary of Defense for Logistics, DUSD(L), assigned United States Transportation Command (USTRANSCOM) responsibility for the program. Since then, USTRANSCOM has assumed the chair of the DTEB committee.

### **DTEB Committee Composition**

Chaired by USTRANSCOM the DTEB Committee consists of:

Technical Secretariat, this responsibility is assigned to Defense Logistics Management Support Office (DLMSO), who chairs the DTEB Data Maintenance (DM) Task Group, manages DM work requests, publishes DTEB Implementation Conventions (ICs), represents technical interests at ANSI X12 meetings, and coordinates ICs with the DTEB.

Members, who coordinate DTEB programs with other Defense EDI initiatives, initiate transportation business process improvements, support DTEB ICs and ANSI X12 standards maintenance, improve the quality of DTEB data, and serve as the Functional Work Group for transportation. Membership is comprised of all Military Services, Defense agencies, USTRANSCOM and its component commands, and other Federal agencies.

Task Groups, which are established and disbanded by motion of the DTEB Committee. The Automated Carrier Interface (ACI):Rail; ACI:Motor; and ACI:Ocean are task groups under the DTEB and conduct their own meetings to discuss business practices and the technical EDI solutions used to support them.

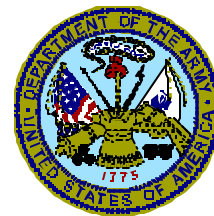
Work Groups which are established as needed by motion of a Task Group.

### **Centralized Trading Partner Management**

In order to provide a single focal point for industry, USTRANSCOM has designated HQMTMC to administer formal agreements with commercial trading partners for Defense Transportation. HQMTMC is responsible for establishing, cataloging, and maintaining EDI Technical TPAs with all commercial carriers that conduct electronic business with DoD. Currently it maintains more than 300 TPAs.

### **Implementation Conventions (ICs)**

All DTEB committee members agreed, and plan to migrate all systems to ANSI X12, Version 4010 or higher. When the ICs for DoD transportation business requirements have been published by DLMSO, they will be available to all trading partners on the Worldwide Web (WWW). To verify the IC implementation status, contact MTMC IMI, Allen Blackmon or Bob Cunningham.



Revised September 2001

# **EDI Technical TRADING PARTNER AGREEMENT For Defense Transportation**

**Defense Transportation EDI Program**

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**Executive Agency:  
Headquarters, Military Traffic Management Command  
Deputy Chief of Staff For Information Management  
Integration, Plans and Technology Division, MTIM-I**



**200 Stovall Street, Hoffman II, Room 8N53-40  
Alexandria , VA 22332  
EDI TECHNICAL TRADING PARTNER AGREEMENT  
FOR DEFENSE TRANSPORTATION**

**1. PURPOSE AND SCOPE:** THIS ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER AGREEMENT (TPA) for Department of Defense (DoD) Transportation (Personal Property, Freight, Cargo Operations, Air, Ocean, and Passenger), is made by and between DoD Components, i.e. MTMC, MSC, AMC, USTC, DoD shippers, DoD payment centers, and their commercial trading partners. It sets forth the terms and conditions governing the conduct of EDI transactions sets associated with the acquisition, movement, invoicing, and payment of transportation and related services from commercial providers.

In entering into this TPA, the parties represent their desire to facilitate purchase and payment transactions (Transactions) by electronically transmitting and receiving data in agreed formats in substitution for conventional paper-based documents and to assure that such Transactions are legally valid and enforceable as a result of the use of available electronic technologies for the mutual benefit of the parties.

**2. REFERENCES:** This TPA covers arrangements for transportation, invoicing and related services governed by federal law and federal agency regulations and is subject to the provisions of those applicable laws and regulations. This TPA does not replace, invalidate or render obsolete other statutory, regulatory and procedural guidelines that are binding on commercial trading partners providing transportation and related services to the DoD.

**3. GENERAL TERMS AND CONDITIONS:** The parties to this TPA agree as follows:

**a. Documents.** Each party may electronically transmit to or receive from the other party any of the transactions sets (herein referred to as "Documents") listed in Addendum B and any other transaction sets which the parties by written agreement add to the Addendum. Any transmission of data which is not a Document shall have no force or effect between the parties unless justifiably relied upon by the receiving party.

**b. Standards.** All Documents shall be transmitted in accordance with approved implementation conventions, currently, ANSI EDI X12 standards. DoD Components and commercial EDI trading partners will adhere to published DoD or Federal EDI implementation conventions for specifications governing the use of those standards whenever and wherever applicable when electronically exchanging transportation or transportation-related data unless otherwise agreed to by all trading partners.

**c. Change in Standards.** As existing EDI standards are updated by ANSI/UNEDIFACT, the DoD will determine if those updates are applicable to its EDI transportation program. If it is necessary for the DoD to upgrade to a new version or release of a standard or interim implementation convention, all affected commercial EDI trading partners, will be informed of the effective implementation dates when the new standards will be effective. DoD will coordinate these implementation dates and may grant a reasonable transition period during which both the current applicable and upgraded standards can be used.

**d. EDI Testing.** When initiating a new electronic trading partner relationship, all parties will continue paper submissions in parallel with electronic submissions until the minimum number of successive, error-free transmissions of data are received and accepted by a DoD Component, and the Trading Partner is satisfied with the integrity, accuracy and reliability of the electronically transmitted data, for both syntax compliance and data quality, validity and completeness. Each DoD Component will establish their respective, specific, testing requirements. Following the test process, the DoD trading partner will notify HQMTMC and the carrier via a certification letter that identifies the date that EDI operations can begin and the transaction sets and standards versions that have been certified.

**e. Syntax Compliance.** All trading partners receiving EDI communications will check the transactions for compliance with DoD EDI implementation conventions for lost or altered data. For each applicable transaction set, upon request by the originator, the recipient shall transmit a corresponding functional acknowledgment transaction set (ANSI X12 Transaction Set 997) by the end of the business day in which it was transmitted. This functional acknowledgment is used to notify the originator that the transaction set(s) were received and whether or not any syntax errors were found.

**f. EDI Value-Added Networks.** Commercial EDI Trading Partners may exchange Documents and business data with their DoD Components through third-party networks (commonly referred to as EDI value-added networks (VANs)) provided those networks can be connected to the EDI VAN used by DoD. Each party shall be responsible for the costs of the EDI VAN with which it contracts. Each party shall be liable for the acts or omissions of its EDI VAN while transmitting, receiving, storing or handling Documents or performing related activities for such party: provided, that if both the parties use the same EDI VAN to effect the transmission and receipt of a Document, the originating party shall be liable for the acts or omissions of such EDI VAN as to such Document. Continued omissions or transmission errors shall result in temporary suspension of EDI transmissions and a requalification/recertification test conducted.

**g. Transaction Receipt.** All trading partners shall, at a minimum, collect, review, and translate the contents of their EDI mailboxes/directories each business day. Document transfer responsibility rests with the sender pending receipt of an ANSI X12 997, functional acknowledgment, indicating acceptance without errors. ANSI X12 997s will be returned to the sender as described in paragraph e. (Syntax Compliance), above. EDI transactions shall be deemed received when the transaction is retrievable and translatable from the electronic mailbox of the recipient. In this TPA, "translatable" refers to the process of converting from an EDI format specified by the DoD EDI implementation conventions into a data file format recognized by the user's application system(s). The transaction is

considered not received if syntax errors are found during the translation process or if the transaction does not provide the agreed to business application data. A functional acknowledgment as mentioned in paragraph 3.e. above shall constitute conclusive evidence that a Document has been properly transmitted and received. Documents which have not been properly received shall not give rise to an obligation between the parties to this TPA.

**h. Record Retention.** Keeping in mind statutory limitations on filing claims arising in the course of transportation, e.g. 31 U.S.C 3726, DoD Components will adhere to applicable regulatory records retention requirements and commercial trading partners will adhere to their internal records retention requirements when operating in an EDI environment. Records retention requirements apply to both paper and electronic records. If records are maintained on a computer, the trading partner shall retain the computer data on a reliable medium throughout the retention period. Trading partners may transfer computer data in machine-readable form from one reliable computer medium to another, or to paper, so long as conversion procedures maintain the integrity, reliability, and security of the original computer data.

**i. Signatures.** Each party shall adopt as its Signature a discrete electronic identification consisting of symbol(s) or code(s) which are to be affixed to or contained in each Document transmitted by such party. Each party agrees that any Signature of such party affixed to or contained in any transmitted Document shall be sufficient to verify such party originated such Document. Neither party shall disclose to any unauthorized person its Signatures or the Signatures of other parties. Compromise of signature security shall be reported to the other trading partners immediately upon discovery.

**j. Security.** Each party shall establish procedures to safeguard the integrity of EDI Documents and to protect it from unauthorized access or use. Under no circumstances shall a commercial EDI trading partner sell or trade any shipment information for purposes other than those associated with providing the requested transportation services.

**k. Confidentiality.** No information contained in any Document or otherwise exchanged between the parties shall be considered confidential, except to the extent provided in paragraph 3.i. above, or by written agreement between the parties, or by applicable law or DoD procurement regulations or subject to Privacy Act Regulations.

**l. Validity; Enforceability.** Any Document properly transmitted pursuant to this TPA shall be considered, in connection with any Transaction, and any other written agreement described in section 3 of this TPA to be a "writing" or "in writing"; and any such Document when containing, or to which there is affixed, a Signature ("Signed Documents") shall be deemed for all purposes (a) to have been "signed" and (b) to constitute an "original" when printed from electronic files or records established and maintained in the normal course of business.

The parties agree not to contest the validity or enforceability of Signed Documents under the provisions of any applicable law relating to whether certain agreements are to be in writing or signed by the party to be bound thereby. Signed Documents, if introduced as evidence on paper in any judicial,

arbitration, mediation or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of Signed Documents under either the business records exception to the hearsay rule or the best evidence rule on the basis that the Signed Documents were not originated or maintained in documentary form.

**m. Suspension of EDI Operations.** DoD Components may temporarily suspend all or a portion of the EDI operations contemplated by this TPA if the commercial EDI trading partner fails to abide by terms of this TPA or the operating instructions published by the various DoD Components and set forth in this TPA or its Addendums; or fails to correct its EDI performance failures. Notice of suspension shall be given electronically and shall be effective upon receipt or at a date specified in the notice. Suspension of EDI operations shall have no effect on transactions occurring prior to the effective date of the suspension or upon required performance of transportation services under contract. Suspension of EDI operations will be canceled as soon as necessary corrective action is taken to ensure the integrity of EDI transactions and DoD transportation operations.

**4. FORCE MAJEURE:** No party shall be liable for any failure to perform its obligations in connection with any Transaction or any Document, where such failure results from any act of God or other cause beyond such party's reasonable control (including, without limitation, any mechanical, electronic or communications failure) which prevents such party from transmitting or receiving any Documents.

**5. GOVERNING LAW:** This TPA shall be governed by and interpreted in accordance with applicable federal statutes, regulations, administrative rulings and decisions.

**6. DISPUTE RESOLUTION:** Any controversy or claim arising out of or relating to this TPA or the breach thereof, shall be considered for settlement in accordance with alternative disputes resolution procedures (e.g. negotiation, mediation, arbitration). However, nothing in this paragraph or elsewhere in this TPA precludes resolution of issues related to carrier and/or contractor performance by Carrier Review Boards convened under the provisions of MTMC Regulation 15-1. Moreover, nothing in this paragraph or elsewhere in this TPA precludes settlement or claims between the parties in accordance with the DISPUTES clause of a contract entered into under the Federal Acquisition Regulation, or in accordance with procedures set forth in 41 CFR 101-41.5 "Claims By the United States Relating to Transportation Services"; 41 CFR 101-41.6 "Claims Against the United States Relating to Transportation Services; and 41 CFR 101-41.7 "Reconsideration and Review of General Services Administration Transportation Claims Settlements" for transportation services under Commercial Bills of Lading (CBLs), or elsewhere as provided for by law.

**7. EFFECTIVE DATE:** The effective date of this TPA will be the last signed date shown on the signature page of this TPA. The effective date of any Addendum, if later than this agreement, will be governed by Paragraph 9 below.

**8. EXPRESS AGREEMENT REVIEW:** This TPA and all Addenda may be reviewed by the parties and changes, additions or deletions made as agreed to by the parties.

**9. WHOLE AGREEMENT:** This TPA and its Addenda executed by the parties constitutes the entire agreement and evidences their intent to create binding obligations pursuant to the electronic transmission and receipt of Documents and data. No change in the terms and conditions of the TPA shall be effective unless approved in writing and signed by the parties hereto. As the parties develop and implement additional EDI capabilities, additional Addenda may be incorporated into this TPA. Each Addendum will be signed by the parties and dated and appended to this TPA. The date of the last signature will, unless otherwise specified, be the effective date. This TPA is for the benefit of, and shall be binding upon, the parties and their respective successors and assigns.

Nothing in this TPA shall be deemed to modify or amend the provisions of, or to apply to, any contract between trading partners executing this TPA which (i) exists on or prior to the date of execution of this TPA, unless and until an appropriate Modification or amendment has been executed between such parties to implement or incorporate the provisions of this TPA into such contract, or (ii) is entered into after the date of execution of this TPA, unless such contract contains a provision to implement or incorporated the provisions of this TPA into such contract.

**10. SERVERABILITY:** Any provision of this TPA which is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating or affecting the enforceability of the remaining provisions.

**11. TERMINATION:** This TPA shall remain in effect until terminated by either party with not less than 30 days prior written notice, which notice shall specify the effective date of termination; provided, however, that any termination shall not affect the respective obligations or rights of the parties arising under any Documents or otherwise under the TPA prior to the effective date of the Termination.

**12. CERTIFICATION.** I, the undersigned official, certify that I am authorized to commit my organization to the terms and conditions of this Agreement. I further certify that the TPA signature page is signed with knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency for the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device, a material fact; or makes any false, fictitious document, paper or electronic, will be subject to the provisions and penalties prescribed in the criminal law of the United States, i.e. 18 U.S.C. 1001.

(seal)

(seal)

\_\_\_\_\_  
Authorized Corporate  
(Carrier) Official

\_\_\_\_\_  
Representing DoD

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Typed name and title

Carrier SCAC:\_\_\_\_\_

DUNS Number:\_\_\_\_\_

Taxpayer ID: \_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

**ADDENDUM A**

**ADMINISTRATIVE INFORMATION**

**FOR**

**EDI TRANSACTION PROCESSING**

All the information requested below must be provided to validate this EDI Trading Partner Addendum. Instructions for completing this addendum are attached, Appendix 1.

**1. Commercial Identification.** Provide your company name, standard carrier alpha code (SCAC) and your Dunn and Bradstreet Number (DUNS) or DUNS + 4.

_____	_____
(Company Name)	(SCAC)
_____	
(DUNS or DUNS +4)	

**2. TP POCs.** Provide the following information regarding your points-of-contact/EDI coordinators.

**Management or Functional POC**

**Technical POC**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**3. VAN Information.** Provide the following information regarding your EDI value-added network (VAN):

EDI VAN Name: \_\_\_\_\_  
VAN Technical Point of Contact: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
Contract expiration date: \_\_\_\_\_

**4. X12 Identifier Codes.**

**a.** Provide the type of code that describes your ANSI X12 Identifier (ISA05, Interchange ID Qualifier). Qualifier codes are listed in the data element dictionary of the ASC X12 Standards.

Interchange ID Qualifier: \_\_\_\_\_

**b.** Provide a unique code that will serve as your ANSI X12 Identifier Code in the ISA Data Interchange Control Segment (ISA06), Interchange Sender ID. This should be coordinated with your EDI VAN.

Sender Identifier Code: \_\_\_\_\_

**c.** Provide a unique code that will serve as your ANSI X12 Identifier Code in the ISA Data Interchange Control Segment (ISA08), Interchange Receiver ID. This should be coordinated with your EDI VAN.

Receiver Identifier Code: \_\_\_\_\_

(Note: The Receiver Identifier Code is normally the same as your sender code if you are using a single EDI VAN for all EDI processing.)

**d.** Provide the type of code that describes your ANSI X12 Application Sender/Receiver Identifier Codes. (GS02 Application Sender's Code/GS03 Application Receiver's Code.)

Application Sender's Code: \_\_\_\_\_

Application Receiver's Code: \_\_\_\_\_



**5. Authenticating Signature Codes.**

a. If Transaction Set 110, 210, 310, 410, or 859 is transmitted by me, I agree that this EDI agreement signature page certifies the receipt and delivery of goods and that the bill accurately reflects the services provided. I also certify that I charged the lowest charges available for the service and my EDI transaction sets accurately reflect this information. My authenticating signature code is identified as the “payee code”.

b. If Transaction Set 858-Freight is received by me, the transportation officer’s authenticating signature code is the Bill of Lading Office Code (BLOC) located in N406 and qualified by “IU” in N101 and “BL” in N405 of the transaction set.

Date

Signature of Authorized Carrier Official

Printed Name

Title

Carrier SCAC

Carrier DUNS/DUNS+4

Taxpayer ID Number

Date

Signature of DOD Representative

Printed Name

Title

## ADDENDUM B DOD TRANSPORTATION EDI TRANSACTION SET MATRIX

SCAC: \_\_\_\_\_

VAN: \_\_\_\_\_

**TP Identification.** Check the applicable transaction set(s) for the appropriate functional area/DOD Trading Partner for which you want to establish an EDI relationship:

### FREIGHT (Domestic )

	CLM	110	210	213	214	322	404	410	820	824	842	858	859	864	994	997	998
													FRT				
MTMC/Shippers (CONUS Freight)		■	■	■	■	■				■		■		■	■	■	
DFAS-IN				■	■		■	■		■	■	■	■	■	■		■
GTN			■	■	■		■	■	■	■	■	■	■	■	■	■	

### OVER OCEAN (SURFACE CARGO)

	300	301	303	309	310	315	323	820	824	858	859	994	997
											FRT		
MTMC/Shippers (Ocean Cargo)				■	■			■	■		■		
MSC	■	■	■	■		■	■			■	■	■	
DFAS-IN	■	■	■	■	■	■	■	■	■	■		■	
GTN	■	■	■	■	■		■	■	■	■	■	■	

### OVER OCEAN (AIR CARGO )




	214	824	842	858	859	994	997
				TCMD			
MTMC/Shippers	■	■	■		■	■	■
AMC	■	■	■	■	■	■	■
DFAS-IN	■	■	■	■			
GTN		■	■	■	■	■	

**PERSONAL PROPERTY**

	213	214	602	824	858PP	859	997
MTMC/Shippers (Personal Property)							
DFAS-IN							

**LEGEND for Addendum B**

The blocks in the matrix are coded to depict availability/applicability of the transaction set to the “user”:

-  = Applicable and implemented
-  = Applicable and in development, not implemented yet  
(This information is provided for your planning purposes)
-  = Not applicable OR included in long-term plan

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Carrier Official

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

## **APPENDIX 1 SECTION 1**

### **DOD EDI TECHNICAL TPA FILING INSTRUCTIONS**

#### **(INSTRUCTIONS FOR COMPLETING THE EDI TECHNICAL TRADING PARTNER AGREEMENT (TPA) AND ADDENDUM)**

##### **INTRODUCTION**

Commercial carriers are encouraged to conduct their business with the Department of Defense (DoD) using electronic data interchange (EDI) techniques. However, each carrier must first complete an EDI Technical Trading Partner Agreement (TPA) and Addendums A and B.

The DoD's **CURRENT** transportation EDI capabilities in use, but are not limited to the following American National Standards Institute (ANSI) X12 public transaction sets. (Note: Not all transaction sets apply to all systems, see Addendum B, nor are they at the same X12 Version level.)

- o 110: Invoice from air freight carriers to DoD finance centers
- o 210: Invoice from motor carriers to DoD finance centers
- o 213: Motor Carrier Shipment Status Inquiry
- o 214: Shipment status message from carriers to GTN/DoD shipping activities
- o 300: Reservation (Booking Request)(Ocean) from DoD shipping activities to ocean carrier.
- o 301: Confirmation (Ocean) from ocean carrier to DoD shipping activities
- o 303: Booking Cancellation (Ocean) from a shipper/forwarder.

- o 310: Invoice from ocean carriers to MSC
- o 315: Shipment status message from ocean carriers to MTMC/DoD shippers/GTN
- o 322: Terminal Operations and Intermodal Ramp Activity
- o 404: Rail Carrier Shipment Information
- o 410: Invoice from rail carriers to DoD finance centers
- o 824: Application Advice from DoD shipping activities to trading partners.
- o 858: Shipment information from DoD shippers to carriers
  - Frt = Freight Bill of Lading
  - PP = Personal Property Bill of Lading
  - CBL = Commercial Bill of Lading
- o 859: Generic invoice from carriers to DoD finance centers
- o 994: A TDCC application acknowledgment, which will be replaced by the ANSI X12.824
- o 997: Functional acknowledgment
- o 998: Set Cancellation

As DoD implements more transaction sets, the DoD components will notify MTMC, who will notify the applicable Trading Partners. The TPA and/or its Addendums must be updated and resubmitted accordingly. The latest Addendum to be received and accepted will supersede and replace all previous submissions.

If exchanging invoices with DFAS-IN, DFAS-IN will notify their commercial trading partners directly, of any changes in DTRS ability to process transaction sets.

## **INSTRUCTIONS TO COMPLETE THE TPA FORMS**

### **SECTION 2 THE PROCESS**

#### **PROCESS INITIATION**

The EDI TPA, and Addendums A and B, will be sent to MTMC at the address listed in the Preface of this document.

Carriers seeking to do business with DoD via EDI, must be a DoD approved carrier and registered in the CCR, prior to submitting a TPA for consideration.

Each commercial EDI trading partner must complete the EDI TPA and Addendums A and B to establish an EDI relationship with the DoD Transportation Community. Each commercial EDI trading partner must also complete separate Addendums for all transaction sets/DoD Component (i.e., MTMC/shippers, DFAS-IN, GTN) combinations that require different EDI trading partner information to be exchanged with DoD. Trading partner information, as specified in the Addendum A includes EDI points of contact, EDI VAN information, interchange ID code, and application ID code.

For example, a carrier that uses the same EDI point of contact (POC), EDI VAN interchange sender ID code (mailbox ID), and application ID code for receiving shipment information from DoD shippers using Transaction Set 858 and for sending invoice information to DFAS-IN using Transaction Set 859, needs to complete one TPA and one Addendum A and one Addendum B, checking the boxes that indicate 858/MTMC (shippers) and 859/DFAS-IN.

Another carrier that requires different POCs, EDI VANs, interchange ID codes, or application IDs for receiving the 858 than for sending the 859, needs to complete one TPA, one Addendum A,

one Addendum B, for receiving the 858 from shippers, and one set of Addendums for sending the 859 to DFAS-IN.

Once MTMC IMI has received the TPA and Addendum(s) from the carrier, it will coordinate a governmental signature and enter the appropriate information into the EDI TPA database. MTMC IMI will then return signed copies to the carrier. Trading partners may not begin live EDI data transfers until the TPA has been properly executed by MTMC IMI. In most cases, the DoD trading partner(s) will require the carrier to participate in an EDI test process to certify that the carrier is EDI capable with the individual trading partner for both syntax and data quality compliance. Following successful completion of the test process, the DoD trading partner will notify MTMC and the carrier via email that identifies the date that EDI operations will begin, and the transaction sets and standards versions that have been certified. EDI operations with live data between trading partners will not commence until the TPA has been properly executed by MTMC.

The EDI test process requirements may differ among DoD trading partners. DoD trading partners are responsible for publishing and distributing instructions pertaining to its EDI operating procedures including its testing process.

## CHANGE/UPDATE PROCESS

After a carrier has established a formal EDI relationship with a DoD trading partner, trading partner information contained in current Addendums, on file at MTMC, may be modified including the addition of transaction set/DoD component combinations or change in EDI VAN or EDI VAN contract. When a carrier submits an updated Addendum, it must be completed in its entirety. When approved, it will replace any and all previous submissions.

To initiate an Addendum change, the carrier must notify MTMC and all applicable DoD trading partners of proposed changes to the Addendum via letter and updated Addendum(s) if applicable. The letter should contain the current trading partner information and the proposed changes. DoD trading partners may require additional EDI testing, especially if new transaction sets or trading partners are added to the Addendums, or if there is a change in EDI VAN or EDI VAN contract.

Modified trading partner information applies to all transaction set/DoD component combinations listed on the Addendums. As stated earlier, any transaction set/DoD component combinations that require different trading partner information requires a new Addendum to be filed with MTMC. Copies of new Addendums will be forwarded to the appropriate DoD trading partner(s).

## TERMINATION PROCESS

MTMC may terminate a carrier's TPA via written notice if a carrier is disqualified from providing transportation services to DoD. Thereafter, all EDI operations between the carrier and any DoD trading partner will be cease.

## SUSPENSION PROCESS

EDI operations with any particular DoD trading partner may be suspended by that trading partner if the carrier fails to adhere to cited operations, requirements, or procedures, see TPA, paragraph m. The DoD trading partner will notify MTMC and the carrier via written notice if it suspends EDI operations with a carrier.

## **SECTION 3**

### **COMPLETING THE TRADING PARTNER AGREEMENT (TPA)**

An authorized carrier official will review the Trading Partner Agreement (TPA), sign and date it, and type in their name, company title, SCAC and DUNS number on the last page of the TPA. When approved, the DOD signature blocks will be completed.

### **COMPLETING ADDENDUM A - Administrative Information for EDI Transaction Processing**

Most of the entries are self-explanatory. Refer to this section for clarification.

Block 1. **Commercial Identification.** Enter your official Company name and Standard Alpha Carrier Code (SCAC). Enter your Data Universal Number System (DUNS) identification number from Dun and Bradstreet. The DUNS is a unique nine character company identification number. Trading partners may assign an additional 4 characters to uniquely identify an affiliate or division. Either a DUNS or a DUNS + 4 number can be used.

Block 2. **TP POCs.** Enter your Trading Partner Points of Contact. Enter the appropriate information for your management or functional POC (optional). You must enter the appropriate information for your EDI Technical POC. If both POCs are the same person, enter "Same".

Block 3. **EDI VAN Information.**

a. Enter the name of the EDI Value-Added Network (VAN) with whom you have a signed agreement for EDI services. (The company who will be responsible for sending, receiving, and translating your EDI transaction sets.)

b. Enter your EDI VAN's technical point of contact's name, address, telephone and FAX number.

c. Enter the expiration date of your contract with this VAN.



Block 4. **X12 Identifier Codes.** These are unique codes that you must coordinate with your EDI VAN and trading partner. They will serve as your ANSI X12 Identifier Code in the ISA Data Interchange Control Segments; the ISA05 ID Qualifier, the ISA06 Sender ID and the ISA08 Receiver ID.

Block 5. **Authenticating Signature Codes.** For information and understanding. No entry required. When completed, enter the date, printed name and company title and have an authorized carrier official sign it. When the TPA has been approved, the DOD signature block will be completed. A xerox copy of the government signed TPA will be returned to the trading partner for their files.

**COMPLETING ADDENDUM B -  
DOD Transportation EDI Transaction Set Matrix**

The matrix identifies the ANSI X12 transaction sets, across the top of the table, which are currently implemented in DoD. The left side of the table lists the transportation component or functional user of the EDI transaction sets.

Check only the (blank blocks) for each transaction set and trading partner for which you are prepared to test and implement in the near-term. Remember, you can submit additional addendums for additional transaction sets and trading partners in the future.

**LEGEND**

The blocks in the matrix are coded to depict availability/applicability of the transaction set to the “user”:

- ☐ = Applicable and implemented
- ☐ = Applicable and in development, not implemented yet  
(This information is provided for your planning purposes)
- ☐ = Not applicable OR included in long-term plan

When completed, enter the date, printed name and company title and have an authorized carrier official sign it.

Note: When a carrier submits updated Addendum B, it must be completed in its entirety. When approved, it will replace any and all previous submissions.

**DOD Transportation Components/Users:  
FREIGHT (DOMESTIC)**

MTMC/Shippers (CONUS Freight) - Represents Military Traffic Management Command (MTMC) and/or Shipper Systems which interface through the Global Freight Management System (GFM), as potential DoD trading partners. These shipper systems include: CFM Field Module,

Cargo Movement Operations System (CMOS), Distribution Standard System (DSS), Global Transportation Network (GTN), Industrial Logistics System (ILGS), Electronic Transportation Acquisition (ETA), and SC&D.

The purpose of establishing a Trading Partner relationship with HQMTMC and/or any of the Shipper systems would be to transmit Cargo 404-Rail Carrier Shipment Information, and 998-Set Cancellation, for automated shipment costing and to receive shipment data (858-Freight) (i.e. Commercial Bills of Lading), and to transmit shipment status information (213/214/315).

The purpose of establishing a Trading Partner relationship with the Global Transportation Network (GTN) would be to transmit intransit visibility (a.k.a. shipment status) data electronically.

### **OVER OCEAN (SURFACE CARGO)**

MTMC/Shippers (Ocean Cargo) - Represents MTMC and/or Shipper Systems. These shipper systems include: Integrated Booking System (IBS), and Worldwide Port System (WPS).

The purpose of establishing a Trading Partner relationship with HQMTMC and/or Shipper systems would be to transmit ship schedule data (323), to receive reservation (300) and cancellation (303) data, to transmit confirmation (301), to receive shipment data/transportation shipping data (858-FRT) and to report shipment status data (315).

MSC - Military Sealift Command (MSC) is currently in the process of defining interface and process requirements. It is anticipated that a trading partner relationship between a carrier and MSC would support the payment process for ocean invoices, transaction set 310, and remittance advice, transaction set 820.

The purpose of establishing a Trading Partner relationship with the Global Transportation Network (GTN) would be to transmit intransit visibility (a.k.a. shipment status) data electronically.

### **OVER OCEAN (AIR CARGO)**

AMC/Shippers (Air Cargo) - Represents AMC and/or Shipper Systems. These shipper systems include CAPS II.

The purpose of establishing a Trading Partner relationship with AMC and/or Shipper systems would be to transmit 858-Freight.

AMC - Air Mobility Command. AMC is currently in the process of defining interface and process requirements.

The purpose of establishing a Trading Partner relationship with the Global Transportation Network (GTN) would be to transmit intransit visibility (a.k.a. shipment status) data electronically.

## **PERSONAL PROPERTY**

MTMC/Shippers (Personal Property) - Represents MTMC and/or Shipper Systems which interface through the Transportation Operational Personal Property Standard System (TOPS) or the Worldwide Household Goods Information System Transportation (WHIST), as potential DOD trading partners.

The purpose of establishing a Trading Partner relationship with HQMTMC and/or Shipper systems would be to transmit tender data (602) for automated shipment costing, to receive shipment data (858-PP) (i.e. Government Bills of Lading), and to transmit shipment status information (213/214).

The purpose of establishing a Trading Partner relationship with Defense Finance and Accounting System, Indianapolis (DFAS-IN) would be to transmit invoices electronically.

## **SECTION 4**

### **DoD POINTS OF CONTACT**

#### **MTMC EDI Technical TPA Coordinator**

HQ, Military Traffic Management Command  
200 Stovall Street , MTIM-I  
Attn: Allen Blackmon, Rm 8N53-40  
Alexandria , VA 22332  
(703) 428-2933 Bob Cunningham (703) 428-2915 Allen Blackmon

#### **TPA Administrator**

HQ, Military Traffic Management Command  
200 Stovall Street, Hoffman II, MTIM-I  
Alexandria , VA 22332  
Attn: Bob Cunningham, Rm. 8N53-40  
Alexandria, VA 22332 ( (703) 428-2933

#### **Freight/Shippers**

When using Transaction Sets 858, 404, or 998 DoD trading partners may be Defense shipping activities or MTMC. The point of contact for EDI Defense shipping activities is MTMC.

HQ, Military Traffic Management Command  
Global Freight Management System, MTIM-FS  
200 Stovall Street  
Alexandria, VA 22332 Attn: Yvonne Smith (703) 428-2675

#### **Intransit Visibility**

When using Transaction Sets 214 or 315, DoD trading partners may be shipping activities, Global Transportation Network (GTN), or MTMC.

HQ, Military Traffic Management Command  
ATTN: MTIM-I

200 Stovall Street, Hoffman II, Rm 8N53-40  
Alexandria, VA 22332(703) 428-2915 Allen Blackmon

US Transportation Command  
ATTN: GTN PMO  
508 Scott Drive  
Scott AFB, IL 62225-5357 (618) 229-5004 LDCR Nancy Murray

**Personal Property/Shippers**

HQ, Military Traffic Management Command  
ATTN: MTPP-HQ 200 Stovall Street  
Alexandria, VA 22332 (703) 428-2982 Sylvia Walker

**Ocean Cargo/Shippers**

HQ, Military Traffic Management Command  
ATTN: MTIM-I  
200 Stovall, Hoffman II, Rm. 8N53-40  
Alexandria, VA 22332 (703) 428-2915 Allen Blackmon

**Electronic Invoicing-MS**

MSC has published specific instructions to assist trading partners in electronic billing/invoicing and exchanging transaction sets 310, 820, and 824. Copies are available from MSC upon request.

## **SECTION 5**

### **EDI TRADING PARTNER GUIDE FOR DEFENSE TRANSPORTATION**

#### **TERMS AND ABBREVIATIONS**

AMC	Air Mobility Command
ANSI	Accredited National Standards Institute
ASC	American Standards Committee
CBL	Commercial Bill of Lading
CFM	CONUS Freight Management System
CMOS	Cargo Movement Operations System
EDI	Electronic data interchange
DFAS-IN	Defense Finance and Accounting Service - Indianapolis Center
DLMSO	Defense Logistics Management Standards Office
DM	Data Maintenance
DoD	Department of Defense
DSS	Distribution Standard System
DTEB	Defense Transportation Electronic Business
DTEDI	Defense Transportation EDI Committee
FRT	Freight
GBLs	Government Bills of Lading
GBLOC	Government Bill of Lading Office Code
GTN	Global Transportation Network
GT	Guaranteed Traffic
IC	Implementation Conventions
ILGS	Industrial Logistics System
MSC	Military Sealift Command.
MTMC	Military Traffic Management Command
POC	Point of Contact
SCAC	Standard Carrier Alpha Code

TDCC	Transportation Data Coordinating Committee
TP	Trading partners
TPA	Trading Partner Agreement
TOPS	Transportation Operational Personal Property Standard System
USTRANSCOM	United States Transportation Command
VAN	EDI value-added networks
WHIST	Worldwide Household Goods Information System Transportation